



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**TAYLOR HARDIN SECURE MEDICAL FACILITY**  
1301 JACK WARNER PARKWAY NORTHEAST  
TUSCALOOSA, ALABAMA 35404-1060  
205-556-7060  
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JAMES V. PERDUE  
COMMISSIONER

ANNIE D. JACKSON,  
MSW, LCSW, MPA, CPM  
ACTING  
FACILITY DIRECTOR

**AN EQUAL OPPORTUNITY EMPLOYER**  
**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION**

**JOB TITLE:** Materials Manager I **NUMBER:** 17-04  
**JOB CODE:** M6500 **POSITION NO:** 8836112  
**JOB LOCATION:** Taylor Hardin Secure Medical Facility **DATE:** 03-03-17  
1301 Jack Warner Parkway Northeast  
Tuscaloosa, AL 35404  
**SALARY RANGE:** 60 (\$26, 464.80 - \$39,290.40)

**MINIMUM QUALIFICATIONS:** High school graduation or GED equivalency, preferably supplemented by completion of a course in bookkeeping or accounting. Experience (24 months or more) in requisitioning, receiving, storing, and issuing large quantities and wide varieties of supplies, equipment, and materials.

**KIND OF WORK:** This position is responsible for the management of the Facility's warehouse. Directs and maintains all the various activities related to the operation of the warehouse, including requisitioning, receipt, storage, and issuance of stock. Organizes/collects/moves/stores Facility's records. Develops and maintains inventory records for all supplies, etc. Prepares routine or special reports as requested. Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to move heavy items, knowledge of different inventory systems, knowledge of requisitioning, receipt, storage and issuance of supplies, the ability and skill to organize/collect/move/store Facility's records, ability and skills to write concise reports, skill in using computers, and knowledge of different computer programs.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an Application for Professional Employment, which may be obtained from this office. Application should be returned to the Personnel Office (at the address above) by **03-17-17** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application.

**\*A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). THE JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

*“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”*

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